## **MEMORANDUM**

To:

All Airport Commission Members

From:

Barbara A. Gager, GCAC Secretary

Subject:

Upcoming Gratiot Community Airport Authority Meeting

Date:

July 19, 2010

The Gratiot Community Airport Commission (GCAC) will hold a meeting

# at the Gratiot Community Airport Terminal Building Monday July 19, 2010 at 4:00 p.m.

## **AGENDA**

1.	Roll Call	
2.	Minutes of the June 14, 2010 meeting	Approve
3.	Financial Report through June 30, 2010- Paul Borle	Receive
4.	Nomination of Airport Zoning Board of Appeals Members – Phil Moore	Approve
5.	Update and Submit 2011-2021 Airport Development Plan	Approve
6.	Airport Manager's Report	Discuss
7.	Any other Business - Old and New	
8.	Public Comment	

Chairman Moore called the special meeting to order at 4:00 p.m.

Present: Foster, McConkie, Merchant & Moore.

Absent: Beeson & Lambrecht.

Motion by Foster, supported by McConkie to approve the minutes of the April 28, 2010 meeting as submitted.

Yes: Foster, McConkie, Merchant & Moore.

No. None.

Motion by McConkie, supported by Merchant to receive the financial statements dated May 31, 2010 as presented by Paul Borle, Finance Director.

Yes: Foster, McConkie, Merchant & Moore.

No: None.

Motion by McConkie, supported by Foster to approve a one-year extension to the Airport Manager/FBO contract with Three Point Aviation at the cost of \$18,781 per year.

Yes: Foster, McConkie, Merchant & Moore.

No: None.

Motion by McConkie, supported by Foster to approve a one-year extension to the Corporate Hangar Lease with Three Point Aviation at a cost of \$22,043.28 per year.

Yes: Foster, McConkie, Merchant & Moore.

No: None.

Motion by Merchant, supported by Foster to approve the Airport Liability Insurance pending the name change from the City of Alma to the Gratiot Community Airport Authority, and to allow staff to use their discretion to negotiate a lower premium based upon a higher deductible if possible.

Yes: Foster, McConkie, Merchant & Moore.

No: None.

The Board discussed the possibility of raising the T-1 & T-2 hangar rents. Aeric Ripley provided an overview of other airport rents. Based upon the information provided, members determined that GCA's rates are at the high end of the spectrum and decided to take no action on the proposed rate increase.

Members did inquire if the entitlement dollars could be used to build new hangars. Staff will look into the possibility.

Aeric provided an overview of the improvement projects at the airport. All projects are moving along and on schedule. Aeric advised that the projects are still under budget and if the board approved, additional taxiway centerline and edge stripes could be painted at a cost of approximately \$100. Based upon the fact that the final project cost is over \$9,200 below bid price, the board approved the additional painting.

Motion by Foster, supported by Merchant to receive the Airport Manager's Report and place it on file.

Yes: Foster, McConkie, Merchant & Moore.

No: None.

The next meeting will be July 19, 2010 at 4:00 p.m. at Gratiot Community Airport.

Motion by Foster, supported by McConkie to approve the year-end budget amendment in the amount of \$31,165 to reflect the non-cash loss for the decommissioning of the SDF equipment.

Yes: Foster, McConkie, Merchant & Moore.

No: None.

Motion by Merchant, supported by Foster to adjourn at 4:50 p.m.

Yes: Foster, McConkie, Merchant & Moore.

No: None.

Barbara A. Gager, Recording Secretary

#### City of Aima, Michigan Comparative Statement of Net Assets Gratiot Community Airport Authority June 30, 2010 with Comparative Totals for June 30, 2009

	June 30, 2010	June 30, 2009
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 196,957	\$ 21,480
Investments	•	160,218
Receivables, net	4,699	4,705
Due from other units	282	282
Prepaid items		2,008
Total current assets	201,938	188,693
Noncurrent assets:		
Land	208,000	208,000
Construction in progress	11,878	-
Land improvements	1,081,002	1,081,002
Buildings and improvements	532,942	561,649
Equipment	5,590	40,976
Less accumulated depreciation	(583,922)	(584,983)
Total noncurrent assets	1,255,490	1,306,644
Total assets	1,457,428	1,495,337
LIABILITIES		
Current liabilities:		
Current payables	24,688	1,049
Total liabilities	24,688	1,049
NET ASSETS		
Invested in capital assets	1,255,490	1,306,644
Unrestricted	177,250	187,644
Total net assets	\$ 1,432,740	\$ 1,494,288

## City of Alma, Michigan

#### **Budgetary Comparison Schedule**

## Gratiot Community Airport Authority

For the Year Ended June 30, 2010, with Comparative Totals for June 30, 2009

June 30, 2010

	**********	Budgeted	i Amounts	s			E	Budget	ear Ended ne 30, 2009
		Original		Final		Actual	Va	ariance	Actual
OPERATING REVENUES	•								
Licenses and permits	\$	200	\$	200	\$	400	S	200	\$ 200
Charges for services		57,023		54,154		59,533		5,379	57,858
Other revenue		200		200		·		(200)	2
Total operating revenues	_	57,423		54,554		59,933		5,379	 58,060
OPERATING EXPENSES									
Facility maintenance		12,850		12,850		10,282		(2,568)	7,724
Mowing				5,775		5,775		•	-
Winter maintenance		25,000		25,000		26,695		1,695	20,130
Airport operations		80,684		74,909		60,394		(14,515)	78,948
Depreciation		59,000		59,000		51,702		(7,298)	59,153
Total operating expenses		177,534		177,534		154,848		(22,686)	 165,955
Operating loss		(120,111)		(122,980)		(94,915)		28,065	(107,895)
NONOPERATING REVENUES/EXPENSES									
Intergovernmental revenue		60,000		60,000		62,000		2,000	68,000
Investment income		3,169		3,169		1,809		(1,360)	5,570
Other revenue				-		722		722	•
Loss on decommissioning of navigation equipment				•		(31,164)		(31,164)	
Nonoperating revenues		63,169		63,169	_	33,367		(29,802)	 73,570
Change in net assets		(56,942)		(59,811)		(61,548)		(1,737)	(34,325
Beginning net assets		1,494,288		1,494,288		1,494,288			1,528,613
Ending net assets	\$	1,437,346	\$	1,434,477	\$	1,432,740	\$	(1,737)	\$ 1,494,288

#### City of Alma, Michigan Statement of Cash Flows

## Gratiot Community Airport Authority

For the Year Ended June 30, 2010, with Comparative Totals for June 30, 2009

	Jun	e 30, 2010	June	30, 2009
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	\$	58,026	\$	59,358
Payments to vendors		(41,359)		(63,909)
Payments to employees		(3,391)		(13,085)
Internal services-payments to other funds		(13,470)		(13,505)
Other payments		(19,279)		(19,785)
Net cash used from operating activities		(19,473)		(50,926)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Distribution of MMRMA net assets		722		-
Subsidies from other governments		62,000		68,000
Net cash provided from noncapital financing activities	<u> </u>	62,722		68,000
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES				
Acquisitions of capital assets		(31,713)		-
Net cash used from capital financing activities		(31,713)		
CASH FLOWS FROM INVESTING ACTIVITIES				
Investment income		3,723		5,953
Maturity of investments		160,218		-
Purchase of investments		-		(23,707)
Net cash used from investing activities		163,941		(17,754)
Net change in cash		175,477		(680)
Beginning cash balance		21,480		22,160
Ending cash balance	\$	196,957	\$	21,480
Reconciliation of operating income to net cash used from operating activities				
Operating income	\$	(94,915)		(107,895)
Depreciation expense		51,702		59,153
Change in assets and liabilities:				
Increase in receivables		(1,907)		1,298
Decrease in prepaid items		2.008		(2,008)
Increase in accounts and wages payable		23,639		(1,474)
Net cash used from operating activities	\$	(19,473)	\$	(50,926)

the Board of Appeals. The Zoning Administrator may adopt such rules of procedure as may be necessary in connection with the administration and enforcement of this Ordinance.

## 4.3 Board of Appeals

There is hereby created a Board of Appeals consisting of five members, each to be appointed for a term of 3 years and until his or her successor is appointed and qualified, one of whom shall be designated as Chair and one of whom shall be designated as Vice-Chair, which appointments shall be made by the Joint Gratiot Community Airport Zoning Board and provided that upon such appointments being initially made, one member of the Board shall be appointed for a term of 1 year, two for terms of 2 years each, and two for terms of 3 years each. Board members shall be removable by the appointing body for cause shown, upon written charges and after notice and opportunity to be publicly heard. The Board of Appeals has the powers set forth in Section 28 of the Airport Zoning Act and shall exercise such powers as are conferred upon it in the Airport Zoning Act and in this Ordinance.

- (a) <u>Official Name</u>: The Board of Appeals shall be officially known as the Gratiot Community Airport Zoning Board of Appeals.
- Rules and Procedures: The rules of procedure of the Zoning Board of (b) Appeals of the City of Alma are hereby adopted by reference, as from time to time amended, and shall govern all appeals and hearings which come before the Zoning Board of Appeals under this Ordinance. Meetings of the Board shall be held at the call of the Chair and at such other times as the Board may determine, and notice of all meetings shall be given to all members. An annual meeting shall be held during the month following the anniversary date of this Ordinance. The Chair, or in his or her absence the Vice-Chair, may administer oaths or affirmations and issue subpoenas to compel the attendance of witnesses. All hearings of the Board of Appeals shall be public, and it shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, then so indicating, and the Board shall keep records of its examinations and other official acts, all of which shall be immediately filed in the offices of the Board and shall be a public record.
  - (c) <u>Powers</u>: The Board of Appeals, by the concurring vote of a majority of its members, shall have the power to issue certificates of variance under the provisions of this Ordinance, or to otherwise decide appeals from any order, requirement, rule, regulation, decision or determination made by the Zoning Administrator under the powers conferred upon it by this Ordinance.



## GRATIOT COMMUNITY AIRPORT ALMA, MICHIGAN

## MICHIGAN AIRPORT DEVELOPMENT AID PROGRAM PACKAGE

Federal/State/Local

Fiscal Years 2010-2020

\*\*ARMSTRONG

Submitted by Slu 1
Date: July 17

MICHIGAN STATE BLUCH GRANT PROGRAM (CIP) FY-2010\* to FY-2020

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Airport Name:	Gratiot Community Airport										÷
Associated City:	Апа										Prepared By: R.W. Armstrong
Sponsor	Gratiot Community Airport Authority										Sponsor email address & phone: principles and principles and 1914 for EINA ACID Alles to MADOT AFRO, no later than 1914 for
Development	Development	Shown on ALP?	ACIP	NPIAS	Federal		Federal	State	Local	Total	
Year	Project Description Rehab Runway 18/36			Priority Mating	\$456,000	Apportionment \$0	Liscretionary	\$12,000	\$12,000	\$480,000	Remarksfitem Justification - Provide as much detail as possible.  PFC placed in 1990 has deteriorated; FOD is causing damage to aircraft
2010	Carry over funds				\$21,535						Carry over funds for AVMOS replacement in 2012
2011	Replace Weather Reporting Equipment	Yes	STAFOANX	4	\$47,500			\$1.250	\$1,250	000'058	
2011	Carry over funds to FY 2012.	몬			\$124,035						Carry over funds for snaw removal designment in 2012
0400	Court Demonstral Contropart	,	STIFORN	₩.	\$152 000	S	S	\$4,000	000 82	\$160,000	AWN does not own any SRE: obsolete enginnent currently in use is owned by the FBO
2012	Carry over funds	3	100	}	\$122.035		3				Cany over funds for perimeter/security fence and taxistreet rehabilitation projects in 2015
2013	Carry over funds to FY 2014	ON.			\$272,035						Comy over funds for perimeter/security fence and taxistreet rehabilitation projects in 2015
2014	Carry over funds to FY 2015	<i>%</i>			\$422,035						Carry over tunds for perimeter/security fence and taxistreet tehabilitation projects in 2015
2015	Perimeter/Security Fence	Yes	STÆCNSE	49	\$71,250	0\$	\$0	\$1,875	\$1,875	\$75,000	Perimeter fence is necessary to prevent public vehicle access to runway 18-36 approach
2015	Taxistreet Rehabilitation	Yes	RETIWILI	2	\$285,000	OS.	OS.	005'2\$	87,500	\$300,000	These pavements are approximately 30 years old and needs reconstructing
2015	Carry over funds				\$215,785						Carry over funds for west parallel taxiway to rwy.9 project in 2018
2016	Carry over funds to FY 2017.	웃			\$365,785						Carry over funds for west parallel taxivray to nvy 9 project in 2018.
											The state of the s
2017	Carry over funds to FY 2018	QV.			\$515,785						Carry over funds for west paratiel taxwary to nwy & project in 2018
2018	Construct W. Parallel Taxiway to R9	Yes	CA/TW/CO	25	005'889\$	80	os	\$16,750	\$16,750	\$670,000	Completion of the parallel taxiway to runway 9 is necessary to eliminate back-taxing on R9
2018	Сапу over funds				\$29,285						Cany over funds to FY 2019
2019	Carry over funds to FY 2020	çX			\$179,285						Carry over funds to FY 2020
		,									
2020	Carry over funds to FY 2021	SN.			\$329,285						Carry over funds to FY 2021
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ITEM: Gratiot Commun	ity Airport	FUNDING YEA	R:
Rehabilitate runw	vay 18-36 and	Local I	Plan: 2010
taxiway, crack re	pair	Mtg. Decis	sion:
(One item per she	eet, show pavement lengths a	and widths)  ESTIMATED C	ost:
	No	Total:	\$480,000
FAA Approval Date:	May 21, 1999	Federal:	456,000
•		State:	12,000
		Tanais	12.000

Runway 18-36 crack repair and porous friction course was completed in 1990. Age and usage has caused the surface to begin raveling. The resultant loose stones have caused frequent prop damage to aircraft. Isolated crack repair had been done in past years. It is now necessary to consider a complete rehabilitation of the pavement to assure safety of aircraft using the airport. The design for this project will be done in 2009 and the construction will take place the following year.



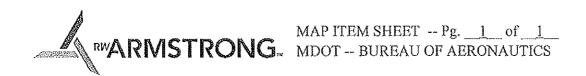
AIRPORT: Gratiot Community Airport	FINAL DESIGN
LOCATION: Alma, MI	PROJECT PROGRM'G
PROJECT:	FEASIBILITY STUDY
CONTRACT:	X STATE PLANNING
DATE: July 15, 2009	BASED ON FY 2009 DOLLARS

## ENGINEERING COST ESTIMATE

WORK DESCRIPTION: Rehabilitate runway 18-36 (3,200' x 75') & taxiway (600' x 50')

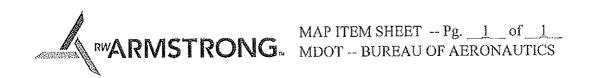
ITEM DESCRIPTION	UNIT	TOTAL QTY	UNIT COST	TOTAL AMOUNT
mobilization and general conditions	ls	1	25,000	\$25,000
safety and security	ls	1	14,000	\$14,000
runway approach markers	ea	18	250	\$4,500
mill existing surface, 2"	sy	28,500	1	\$34,200
bituminous surface, 2"	ton	3,450	62	\$213,900
runway grooving	sy	19,200	1	\$19,200
saw joint in bituminous surface	1f	2,500	4	\$10,000
pavement marking	sf	8,000	0	\$3,200
shoulder construction	sta	60	250	\$15,000
crack repair	ea	32	1,500	\$48,000
miscellaneous	ls	1	29,000	\$29,000
CONSTRUCTION SUBTOTAL:				\$416,000
Engineering & Administration	ls	1		\$64,000
		TOTAL:		\$480,000

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ITEM: Gratiot Commun	ity Airport	FUNDING YEA	AR:
Snow Removal E	Equipment	Local 1	Plan: 2012
		Mtg. Deci	sion:
(One item per she	eet, show pavement lengths at	nd widths)  ESTIMATED (	COST:
	No	Total:	\$160,000
FAA Approval Date:	May 21, 1999	Federal:	152,000
		State:	4,000
		Local	4.000

The existing snow removal equipment if very old with frequent breakdowns; replacement parts are getting harder to obtain. A new front-end loader is necessary to efficiently remove snow from the apron and from the RSAs adjacent to the runway pavements.



ITEM: Gratiot Communi	ty Airport	FUNDING YEAR	}
Perimeter/security	y fence (south	Local Pla	n: <u>2014</u>
approach)		Mtg. Decisio	n:
(One item per she	eet, show pavement lengths a	nd widths)  ESTIMATED CO	ST:
	No	Total:	\$75,000
FAA Approval Date:	May 21, 1999	Federal:	71,250
		State:	1,875
		Local:	1,875

Vehicles can access airport property from the south which could lead to runway incursions. Perimeter fencing is necessary to eliminate vehicle access to the approach area of runway 18/36.



AIRPORT: Gratiot Community Airport	FINAL DESIGN
LOCATION: Alma, MI	PROJECT PROGRM'G.
PROJECT:	FEASIBILITY STUDY
CONTRACT:	X STATE PLANNING
DATE: July 10, 2008	BASED ON FY 2009 DOLLARS
REVISED: July 15, 2009	

## **ENGINEERING COST ESTIMATE**

WORK DESCRIPTION: Perimeter/security fence (south approach)

ITEM DESCRIPTION	UNIT	TOTAL QTY	UNIT PRICE	TOTAL AMOUNT
mobilization and general conditions	ls	1	5,000	\$7,000
safety and security	ls	1	1,000	\$1,000
fenceline clearing	sta	40	250	\$10,000
4' Class C Fence w/1 strand b. wire	1f	4,000	8	\$32,000
fence signs	ea	10	300	\$3,000
miscellaneous	ls	1	5,000	\$7,000
		,		
CONSTRUCTION SUBTOTAL:				\$60,000
Engineering & Administration	ls	1		\$15,000
		TOTAL:		\$75,000

By:	Date:	Ckd:	Date:	Page	of

ITEM:	Gratiot Communi	ty Airport		FUNDING YEA	R:
	Rehabilitate hangar area			Local P	lan: 2016
	taxistreets			Mtg. Decisio	
TTEM	(One item per she	eet, show p	avement lengths a	t lengths and widths)  ESTIMATED COST	OST:
		No		Total:	\$300,000
FAA A	Approval Date:	May 2	1, 1999	Federal:	\$285,000
				State:	\$7,500
				Local	\$7.500

This project is proposed to rehabilitate three taxistreets in the airport's hangar area and the main access taxistreet to the hangar area. These pavements have been in place more than 20 years and are severely deteriorated.



AIRPORT: Gratiot Community Airport	FINAL DESIGN
LOCATION: Alma, MI	PROJECT PROGRM'G
PROJECT:	FEASIBILITY STUDY
CONTRACT:	X STATE PLANNING
DATE: July 10, 2008	BASED ON FY 2009 DOLLARS
REVISED: July 15, 2009	

## ENGINEERING COST ESTIMATE

WORK DESCRIPTION: Rehabilitate hangar area taxistreets (pulverize and repave)

TURNA DESCRIPTION	UNIT	TOTAL	UNIT	TOTAL
ITEM DESCRIPTION	OTATT	QTY	PRICE	AMOUNT
mobilization and general conditions	ls	1	20,000	\$20,000
safety and security	ls	1	4,000	\$4,000
pulverize, recompact surf. as base	sy	12,000	3	\$36,000
bituminous surface, 3"	ton	2,100	62	\$130,200
underdrains, 4"	lf	1,400	7	\$9,800
saw joint in bit. surface	1f	800	4	\$3,200
RCCP pipe	lf 1f	120	75	\$9,000
drainage structure w/ cover	ea	1	2,500	\$2,500
pavement marking	sf	3,000	0.4	\$1,200
shoulder construction	sta	20	250	\$5,000
turfing and mulching	ac	1	3,000	\$3,000
miscellaneous	Is	1	16,100	\$16,100
CONSTRUCTION SUBTOTAL:				\$240,000
Engineering & Administration	ls	1		\$60,000
		TOTAL:		\$300,000

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ITEM: Gratiot Commun	ity Airport	FUNDING YEAR:		
West parallel tax	way to Runway 9	Local I	Plan: 2018	
		Mtg. Decis	sion:	
(One item per sho	eet, show pavement lengths Yes X	s and widths)  ESTIMATED C	'OST:	
HEMIS ON ALL:	No No	Total:	\$670,000	
FAA Approval Date:	May 21, 1999	Federal:	636,500	
		State:	16,750	
		Local:	16.750	

Air traffic has increased at the airport resulting in the need for a parallel taxiway to improve operational safety by eliminating the need for backtaxiing on runway 9/27. The eastern half of the parallel taxiway was constructed in a 2005 AIP project. This 2018 project will complete the parallel taxiway west of runway 18/36. The parallel taxiway is shown on the ALP.



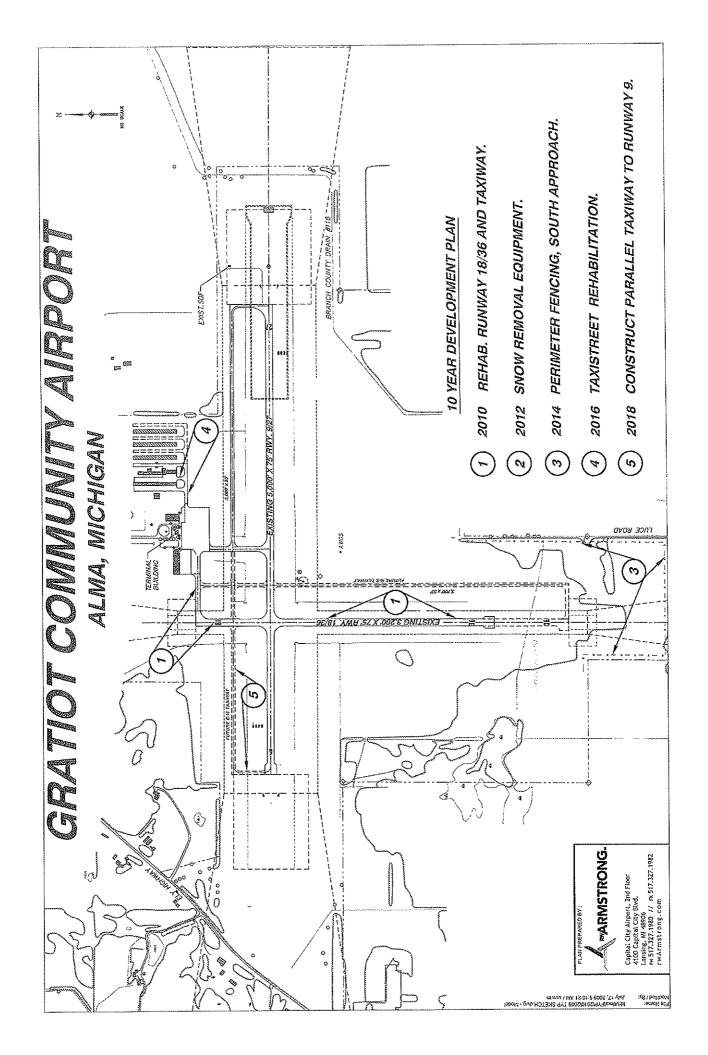
AIRPORT: Gratiot Community Airport	FINAL DESIGN
LOCATION: Alma, MI	PROJECT PROGRM'G.
PROJECT:	FEASIBILITY STUDY
CONTRACT:	X_STATE PLANNING
DATE: July 10, 2008	BASED ON FY 2009 DOLLARS
REVISED: July 14, 2009	

## ENGINEERING COST ESTIMATE

WORK DESCRIPTION: West parallel taxiway to runway 9 (2,000' X 35')

ITEM DESCRIPTION	UNIT	TOTAL QTY.	UNIT PRICE	TOTAL AMOUNT
mobilization and general conditions	ls	1	50,000	\$50,000
safety and security	ls		10,000	\$10,000
u. g. electrical duct	lf	100	50	\$5,000
runway light cable, 1/c, #8, 5kv	lf	2,000	5	\$10,000
taxiway guidance sign	ea	2,000	2,500	\$7,500
unclassified excavation	cy	12,000	6	\$72,000
ditch cleanout	sta	20	500	\$10,000
subbase course, 12"	cy	3,100	12	\$37,200
base course, 8" aggregate base	cy	2,100	35	\$73,500
bituminous surface course, 4"	ton	2,100	62	\$130,200
underdrain, 4" perforated plastic	1f	4,500	7	\$31,500
RCCP storm sewer	lf	400	80	\$32,000
drainage structure w/cover	ea	4	2,500	•
pavement marking	sf	8,000	0.4	,
turfing and mulching	ac	8	2,000	•
miscellaneous	ls	1	37,900	-
amscenancous	15	^	37,700	ψο / 35 0 0
CONSTRUCTION SUBTOTAL:				\$536,000
Engineering & Administration	ls	1		\$134,000
		TOTAL:		\$670,000

			TOTAL:	
Ву:	Date:	Ckd:		Pageof



## Gratiot Community Airport Activity Report June

Aircraft Operations (Based on airport log and Three Point Aviation data)

Single Engine Aircraft: 67

Multi Engine Aircraft: 8

Turbine Aircraft: 4

Helicopters: 4

Fuel Sales June 2010

Jet A: 1,976.4 gallons. 1,850 gallons of that was to Al's Aerial Spraying

100LL Avgas: 2141.9 gallons

Lucas Locke Assistant Airport Manager 7/15/2010